

ARMY NATIONAL GUARD
MILITARY TECHNICIAN VACANCY

HUMAN RESOURCES OFFICE
NEW MEXICO NATIONAL GUARD
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ANNOUNCEMENT NUMBER: T-04-1068

CLOSING DATE: Open Until Filled

<u>POSITION TITLE, SERIES, AND GRADES</u>	<u>SALARY RANGE</u>
Military Pay Technician GS-0545-06	\$29,761 - \$38,694 per year
Military Pay Technician GS-0545-05	\$26,699 - \$34,714 per year
Military Pay Technician GS-0545-04	\$23,863 - \$31,020 per year

For a complete listing of current vacancy announcements, please visit our website:
<https://www.nm.ngb.army.mil>

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AREA OF CONSIDERATION: All members of the New Mexico Army National Guard.

APPOINTMENT FACTORS: Excepted Federal Service – **Enlisted (E-5 and below).**

POSITION LOCATION: Comptroller Division, United States Property & Fiscal Office, New Mexico Army National Guard, Santa Fe, New Mexico.

OPENING DATE: 1 October 2004

DATE VACANCY EXISTS: Currently exists.

POSITION NUMBERS: 70270000, 70270000A, 70270000B.

POSITION POTENTIAL: The top grade of this position is GS-06. This position is also being advertised at the GS-05 and GS-04 levels to provide additional applicant competition. Upon meeting all legal and regulatory requirements, and upon recommendation of the supervisor, an individual selected at the GS-05 or GS-04 level may be promoted to the target grade of GS-06 without further competition.

APPOINTMENT REQUIREMENTS: Excepted Civil Service. Individual selected must be assigned to an enlisted position in the New Mexico Army National Guard. Individual must wear the uniform as prescribed by National Guard Bureau policies and the Adjutant General of New Mexico. Employment is contingent on the successful completion of a required pre-placement medical examination.

RE-PROMOTION STATEMENT: New Mexico Army National Guard technicians who were previously downgraded from a grade equal to, or higher than that advertised at the target grade in this announcement, and who are still receiving pay retention benefits from that downgrade, may be considered for this position as an exception to competition. Technicians who desire re-promotion consideration must send a letter to the Human Resources Office, prior to the closing date of this announcement, requesting consideration for re-promotion.

PERMANENT CHANGE OF STATION (PCS) BENEFITS: PCS benefits are not authorized.

LOWEST PAY GRADE ACCEPTED: Applicants must indicate on their application the lowest pay or grade that will be accepted.

EQUAL OPPORTUNITY: The New Mexico National Guard is an Equal Opportunity Employer. Selection for a position will be made without regard to race, religion, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization, non-disqualifying physical handicap, age (except military requirement for excepted technicians) or any other non-merit factor. Under Public Law 90-486, veterans' preference is not applicable.

REASONABLE ACCOMMODATION: This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determination for reasonable accommodation will be made on a case-by-case basis.

INSTRUCTIONS FOR APPLYING: Individuals who think that they meet the basic qualification requirements may apply. Application will be made by résumé, Optional Form 612, Standard Form 171, or in any other written format. Permanent presently employed technicians of the New Mexico National Guard may submit AGONM Form 300. Although the federal government does not require a standard application form for most jobs, we do need certain information to evaluate your qualifications and determine if you meet legal requirements for federal employment. If your application does not provide all the information requested in the job vacancy announcement, you may lose consideration for a job. Applications will be accepted only if they are received in the Human Resources Office by close of business on the closing date of the vacancy announcement; received postmarked (or other common carrier receipt mark) on or before the closing date of the vacancy announcement; or delivered to the Human Resources Office representative during her/his regularly scheduled Thursday trip to the New Mexico Air National Guard Headquarters Building. Assurance of a legible postmark or other carrier receipt mark is the responsibility of the applicant. It is a violation of 18 USC 1719 to use government postage to send applications and violators may be subject to disciplinary action and fine as prescribed by law. Applications submitted by facsimile equipment (FAX) will be accepted for consideration.

The New Mexico National Guard is not responsible for monitoring the quality or completeness of the FAX. Technicians who wish to be considered for technician positions while absent (deployment, service schools, extended illness, etc.), may request the\at their supervisor submit their applications during the period of absence. It is recommended that the technician who anticipates an absence furnish the supervisor with a written request and a sufficient supply of applications to cover the period of absence. It is a regulatory responsibility of the supervisor to ensure that the applications are submitted to the Human Resources Office on, or before, the closing date of the announcement.

EVALUATION METHOD: All applicants will be initially screened against mandatory qualifications. If more than ten applicants are qualified, applicants will be evaluated on the basis of relevant experience, training and education, awards, and performance appraisals to determine the ten best qualified. Rating and ranking to determine best qualified will be conducted by a panel of representative who have technical expertise in the career field of the position being filled and a staff representative of the Human Resources Office. The evaluation will be based on the knowledge, skills, and abilities (KSAs) considered necessary for successful performance in the position.

MILITARY COMPATIBILITY: Individual selected must be assigned, prior to appointment, to a compatible Duty Military Occupational Specialty Code of: CMF: 71 or MOS: 42A, 42F, 42L, 44C, 92A, 92Y.

BASIC QUALIFICATION REQUIREMENTS: The basic qualification requirements are indicated below. These qualification requirements must be met, in addition to any military requirements, in order to be found qualified for and selected to this position.

SPECIALIZED EXPERIENCE:

GS-06: Must have nine months' experience that has demonstrated the following knowledge, skills, and abilities:

1. Knowledge of automated systems, including their respective output products and required reports to perform complicated evaluations in determining the relationship between pay entitlements and the automated systems.
2. Knowledge to troubleshoot disbursements to determine correct methods to input processing and/or systems procedures.
3. Knowledge of pay regulations and manuals governing a wide range of pay entitlements and changes.
4. Knowledge of workday program allocation, distribution and accounting adjustments is necessary.
5. Knowledge of military and civilian leave accounting.
6. Knowledge of all accounting and reporting requirements in support of CSRS, FERS, and Thrift Savings Plan (TSP).

7. Knowledge of military/civilian pay procedures to accurately classify a variety of diversified transactions, resolve unique and unusual problems, and clarify back pay issues requiring research and interpretation of source data, financial returns, allotments and unit records.
8. Knowledge of regulations and policies to compute retroactive adjustments extending over fiscal years and periods of regulatory and statutory changes.

GS-05: Must have six months' experience that has demonstrated the following knowledge, skills, and abilities:

1. Knowledge of military pay regulations and procedures.
2. Ability to compute pay actions.
3. Ability to apply knowledge of rules, regulations, laws, precedents and decisions to military pay work performance.
4. Ability to explain and interpret regulations.
5. Ability to make extensive record searches and determine corrective actions.
6. Ability to meet deadlines and work under pressure.
7. Ability to make difficult interpretations of established guidelines to process pay inquiries.

GS-04: Must have three months' experience that has demonstrated the following knowledge, skills, and abilities:

1. Knowledge of clerical and administrative procedures, rules and office practice.
2. Ability to read, interpret, and analyze data.
3. Ability to communicate verbally and in writing.

EDUCATION SUBSTITUTION: Military education, related to the position, may be substituted for specialized experience on a day-for-day basis for qualification at the GS-05 and GS-04 levels.

Certificates/diplomas must be submitted with application for award of credit. Civilian education, above the high school level, may be substituted for specialized experience on a case-by-case basis. Transcripts or equivalent must be submitted for award of credit.

QUALITY AND TYPE OF EXPERIENCE: The required amount of experience/education will not in itself be accepted as proof of qualification. The quality, type and scope of the experience/education must be of such nature as to demonstrate that applicants are fully qualified to perform the duties at the level for which they apply.

DOCUMENTATION: Applicants must explain in detail, in the application, how the specialized experience was acquired, including applicable dates. Applicants should include, with application, any training completion certificates/transcripts in the areas covered in the KSAs.

SUMMARY OF DUTIES: Determines entitlements and processes military/technician pay. The incumbent provides assistance on matters pertaining to pay entitlement policies, procedures, and operations to the Comptroller/Financial Manager, Human Resources Office, Military Personnel Office, Defense Finance and Accounting Service, supported Army National Guard units and civilian employees. Incumbent serves as an expert working the more complex issues with limited guidance. Exercises responsibility for prioritizing and processing the full range of military pay entitlements of ARNG personnel. Audits suspense reports/military pay rejects with controlling activities. Reviews and corrects deficiencies between the personnel and financial database. Evaluates and resolves a variety of complex special pay issues. Prepares/processes complicated pay actions such as incapacitation pay, incentive pay, and bonus pay. Exercises responsibility to manually load active Guard/Reserve (AGR) soldiers into the payroll system ensuring that all facets of the soldiers pay are accurate and correct. Ensures the timely and accurate processing of technician payroll. Assists retired and separated members experiencing difficulties receiving pay information, allotments and/or deductions. Serves as focal point on dual compensation regulations and reports. Recommends methods, techniques, and procedures to improve military and civilian pay operations. Ensures the successful interface and/or connectivity between pay and related systems. Administers and performs the finance portion of military/technician personnel readiness processing when ordered to active duty. Applies internal control procedures to ensure the military and civilian payroll process is accurate and timely.